

Bay City Independent School District Early College High School 2020-2021 Student Handbook



“We inspire all students to pursue their own goals through the power of education.”

*400 7th Street
Bay City, Texas 77414
(979) 401-1107*

Bay City Independent School District Early College High School

Leadership Committee

Dr. Marshall Scott III

BCISD Superintendent of School

Mrs. Lisa Moya

Assistant Superintendent

Mrs. Estela Reyes

BCHS Principal

BCHS Early College Principal

Mrs. Marva Binkley

BCHS Early College Administrator

Mrs. Shelly Grimes

BCHS Early College Counselor

Mrs. Lorraine Lopez

BCHS College & Career Liaison

Mrs. Andrea Brown

BCHS Early College Teacher

The purpose of this handbook is to document for parents and students, the rules, policies, procedures, and systems that direct our work.

Table of Contents

Preface	Page 4
Vision & Mission	Page 5
Background/History	Page 5
Admission Requirements	Page 6
Application Criteria/Application Process	Page 6
Academic Calendars	Page 7
College Readiness Testing	Page 7
Study Expectations	Page 7
Attendance Procedures	Page 7
Academic Probation and Suspension	Page 7
Student Responsibilities	Page 8
Parent Responsibilities	Page 9
ECHS Counselor/College & Career Liaison	Page 9
ACT, SAT and TSI Texas Success Initiative	Page 10
Grades/Class Rank	Page 10
Withdrawals	Page 10
Dropping a Course	Page 10
Academic Review	Page 11
Attendance	Page 11
Discipline	Page 12
Textbooks	Page 12
Online Course(s)	Page 12
Appendix A: Early College HS Crosswalk 2020-21	Page 13
Appendix B: Early College HS Core Curriculum Plan 2020-21	Page 16
Appendix C: Acknowledgement Form (Parent Copy)	Page 17
Appendix D: Acknowledgement Form (School Copy– Must Return)	Page 18

Preface

To Students and Parents:

Welcome to the 2020-2021 school year! In order for the upcoming school year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. The Bay City Early College High School Handbook is designed to provide a resource for some of the basic information that you and your child will need during their participation in the Early College High School Program.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the Bay City High School Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment in the Student Handbook and available in the principal’s office. Student behavior on and off the school campus is a direct reflection of Bay City High School. Students should behave in an appropriate manner.

The Bay City Early College High School Handbook is designed to be in agreement with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. In addition to revisions that may occur through Board Policy and the Student Code of Conduct throughout the school year, Wharton County Junior College also reserves the right to make changes to their dual/concurrent enrollment requirements.

We strongly recommend that parents review the entire handbook with their child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the Early College High School counselor, or the Early College High School Director. Also, please complete and return the parental acknowledgment form in Appendix I. Please keep the rest of the handbook for your records.

NOTE: College courses taken while attending Bay City High School are not guaranteed to transfer to other universities after high school graduation. Participation in the Bay City Early College High School Program is considered a PRIVILEGE, NOT a RIGHT.

Vision:

The vision of the Bay City Early College High School is to provide personalized education to maximize student potential and become socially responsible productive students.

Mission:

The mission of Bay City Early College High School is to provide students with a unique educational opportunity to attend both high school & college in an environment that will challenge students to excel in their own personal academic goals. BCHS is determined to develop independent, resilient, & responsible future leaders.

Early College High School Background:

Bay City Early College High School (ECHS) began the planning stages in Fall 2019. Bay City Early College High School will have its first cohort of students in Fall 2020. The students will have the opportunity to graduate with an associate's degree from Wharton County Junior College and receive a high school diploma from Bay City Independent School District.

Bay City Early College High School is a school within a school model serving 15 students who will be incoming freshmen beginning in Fall 2020. Eighth-grade students at Bay City ISD will apply each spring to participate in the Early College High School Program. All coursework is at the Pre-Advanced Placement, dual credit, and Advanced Placement Levels. The goal is for students to earn an Associate's degree in addition to their high school diploma.

Bay City Early College High School:

- Make higher education more affordable and accessible
- Offer rigorous instruction and accelerated courses
- Provides academic and social support services to help students succeed
- Increase graduation rates and college readiness
- Reduces barriers to college access
- Earn up to 60 college hours

Bay City Early College High School students may take courses that are required for completion in one of the following:

- Core Complete
- Associate in Arts (AA) Degree
- Health Information Technology
- Manufacturing Technology
- Process Technology

The operation of Bay City Early College High School is governed by the policies of BCISD and Wharton County Junior College. Students must follow the rules and the procedures of the following:

- Early College High School Handbook
- Bay City ISD Grading Policy
- Bay City ISD Student Code of Conduct
- Wharton County Junior College Catalog
- Wharton County Junior College Student Handbook

Admission Requirements:

Bay City ISD Early College High School's primary focus is providing students a challenging high school experience. Students will be given opportunities to earn up to 60 college credits free of charge while attending high school. Students of all backgrounds are encouraged to apply.

Application Criteria: Students must be enrolled in the Bay City Independent School District attendance zone. Students will be evaluated using a rubric (see Appendix A). The components of this rubric include:

- Fall semester report card with final semester averages
- School attendance
- Discipline report
- STAAR testing data
- Application

Up to 15 students will be chosen for the 2020-2021 school year for admission to the Early College High School.

Application Process

Students with completed applications submitted by the deadline will be scheduled for an interview. Interviews will be conducted by the Bay City Early College High School Team. Applications are provided on December 16, 2019 and December 19, 2019 at the Advanced Academic Night Parent Information Meeting at the Bay City Junior High Library.

All applicants must complete and submit the Bay City Early College High School application and attend any scheduled parent event. Any eighth grade student residing and attending Bay City ISD can apply. The application deadline is January 10, 2020 by 3:00 P.M. Upon admission, students must complete all applicable Bay City ISD and Wharton County Junior College enrollment paperwork. All students must complete and pass the college readiness exam (TSI) prior to enrolling in classes at Wharton County Junior College.

Academic Calendars

Bay City ISD and Wharton County Junior College calendars are not always identical. Students are responsible for attending all high school and college classes every day. In addition, a student may be required to attend and meet some other obligation (ex. Educational seminars, tutorials, labs, etc.) when college classes are not in session students must make arrangements to attend.

College Readiness Testing

The Texas Higher Education Coordinating Board, through the Texas Success Initiative (TSI), requires that all institutes of higher learning assess the same academic skills of each entering undergraduate student. Texas Success Initiative Assessment determines the student's readiness to enroll in freshman-level academic coursework. Students will have to meet criteria on the math, reading, and writing portions of the TSI before they are eligible to enroll in certain college level courses. Students who do not meet the appropriate criteria for college level courses are required to pursue remediation in order to retest.

Study Expectations

Wharton County Junior College classes may require 1.5-2 hours of study time outside of class every hour spent in class. Students are expected to utilize the academic resources offered by the BCHS and Wharton County Junior College to earn passing grades in every class. All assignments must be turned in complete and on time every time, no exceptions. Attendance is crucial. Students must attend class when scheduled.

Attendance Procedures

Parents are required to ensure that their children comply with Texas Compulsory School Attendance laws. Students are expected to attend every high school and college class every day, on time, without exception. Students who are not in attendance for college or high school classes must have a parental excuse. Regular school attendance is essential for a student to make the most of his or her education, to benefit from teacher-led and school activities, to build on each day's learning on the previous day's and to grow as a student. Absences from class may result in serious disruption of a student's mastery of instructional materials; therefore, the student and the parent should make every effort to avoid unnecessary absences.

Students may have to attend special classes, seminars or activities on days without college classes to meet attendance obligations of the dual credit course. Students will need to notify the Early College High School counselor if transportation arrangements need to be made prior to the event.

Academic Probation and Suspension

Bay City Early College High School applies high expectations for all students to earn grades of 80 and above in all high school classes. When a student performs below this level, tutorial sessions, study hall, community learning centers and other interventions may be utilized to restrict free time and allow students structured study and enrichment opportunities. The administration reserves the right to apply other interventions as deemed appropriate to promote success.

- If a student fails to complete the dual credit course(s) with a grade of “C” (70) or better, drops a course(s) or is dropped by higher education institution, and/or fails to maintain a 2.5 GPA or better at the end of the semester, the student will be placed on academic probation and/or suspension and may not be allowed to attend the subsequent semester. Cases will be carefully reviewed on an individual basis; administration reserves the right to make final decisions on the best interest of the student.
- Students placed on academic probation must complete an academic intervention program or equivalent in order to enroll in college courses.
- Students will be placed on academic suspension if they fail two or more college classes and will not be allowed to enroll in college classes the subsequent semester or thereafter.
- Students who are removed from a college course as a discipline action by the college will not be allowed to attend the semester. It is a privilege not a right.
- Students must conduct themselves in accordance with the standards of behavior set by Wharton County Junior College and Bay City ISD.

Responsibilities Student

- Maintains a grade of 70 or above in all high school academic course(s).
- Will be on time to all classes. No tardies!
- Attends all college course(s) in which enrolled. (This includes intercessions and other Bay City Independent School District Holidays)
- Follows the same U.I.L. eligibility guidelines established by Bay City Independent School District.
- Will go before the Early College High School administration for academic review if a grade of “D” or lower is earned for a college course(s). If a “D” or lower is earned in a college course(s), and the GPA is below a 2.5 the student will automatically be placed on college academic suspension and will not be allowed to continue the subsequent semester.
- Will talk to the Early College High School counselor if they encounter any issues with their class.
- Will check Wharton County Junior College e-mail and blackboard online for assignments/assessments/projects every day. Professors will be able to see how many times the student has logged in to the course. Online classes are subject to the same guidelines as any other college course(s).
- Will communicate with college instructors through email for questions concerning assignments, absences, or to schedule appointments.

Parent

- Ensures that student arrives at Bay City High School on time each day.
- Ensures that the student completes all assignments and responsibilities for High School and College course(s).
- Must attend all Early College High School Parent Meetings, including parent conferences; meet the teacher night, open house or any other meeting as set by the campus personnel. As part of the Early College High School expectation it is imperative that parents attend all meetings.
- Ensures that student will attend all college course(s) in which enrolled. (This includes intercessions and other Bay City Independent School District Holidays)
- Must notify the Early College High School counselor immediately if the student is seriously ill or if there is any other situation which incapacitates the student toward fulfilling his/her responsibilities.

Early College High School Counselor

- Serves as liaison between student, parent and Wharton County Junior College.
- Facilitates student in the application process for acceptance into Wharton County Junior College for dual credit enrollment.

College & Career Liaison

- Aides in the registration process for required entrance exams such as ACT/SAT and TSI test.
- Works closely with students and promotes networking with college representatives to ensure a seamless transition into their post high school career.

ACT, SAT and TSI Test

Texas Success Initiative: The Texas Success Initiative (TSI) requires students to be assessed in reading, writing and mathematical skills before enrolling in a Texas public college or university, and to be advised based on the results of that assessment (Senate Bill 286, Texas Education Code; Section 51.3062). Students are exempt from taking a test for the Texas Success Initiative if a qualifying score has been made on the ACT, the SAT or the STAAR. Student's scores must meet one of the following criteria:

TSI Passing Scores:

Reading 351

Writing 340 & 4 (written composition)

Math 350

TSI Exemption:

Test	Reading	Writing	Math
TSIA	351+	4 Essay and 340+ Multiple Choice; OR 5+ Essay	350+
STAAR/EOC	4000+ English II EOC	4000+ English II Eoc	4000+ Algebra I EOC and 70+ final grade in Algebra II
PSAT/NMSQT	460+ Reading & Writing (EBRW)	460+ Reading & Writing (EBRW)	510+ Math
SAT	480+ Reading & Writing (EBRW)	480+ Reading & Writing (EBRW)	530+ Math
ACT	23+ Composite and 19+ English	23+ Composite and 19+ English	23+ Composite and 19+ Math

Required TSI measures must be met before student will be allowed to register for college classes.

ACT/ SAT/TSI FEES ACT and SAT fees are the responsibility of the parent once the 2 (two) waivers given by Bay City High School are used. The TSI is administered to BCISD students for free.

Grades Ranking Questions about individual ranking policies will adhere to board policy EIC (LOCAL).

Withdrawals Successfully completing your Wharton County Junior College class is extremely important! Not only do these courses affect your high school graduation but your performance in each course is recorded on your permanent transcript which will be seen by all colleges, universities and employers to which you apply for the rest of your life. Dropping a class is the last option after you have done everything else in your power to pass the class.

Dropping a Course Any student requesting to drop a course must submit a written request prior to the end of the 5th day of class. After the fifth day of class in order to drop Wharton County Junior College Course, students must follow the drop procedures available from the Bay City ECHS counselor. In order to drop a Wharton County Junior College course, a student must the following criteria:

- Have met attendance guidelines as set by instructor in the course. Student must provide a copy of the syllabus to Early College High School counselor
- Have documented at least three office hours visits with your professor throughout the semester (you must be able to prove you visited with the instructor)
- Have turned in every assignment (no zeros or missing assignments)
- For students who may have extraordinary circumstances, these will be addressed on a case-by- case basis by the Bay City Early College High School administration.

- Student will be enrolled in a comparable high school course(s) and receive an incomplete until completion of said course(s). (Completion of course(s) requirements will be determined by teacher of record) If the student fails to complete the assigned units, an incomplete (I) will be entered as the grade. When report cards are printed any student with an incomplete in any subject will have an incomplete (I) shown as their grade for that reporting period.
- Students will have the intercession plus five school days upon returning to school the next grading period to make up the assigned work. If the student fails to complete the assignments during this time, students will get the grade that reflects their work in the course.
- Students will be subject to Bay City Early College High School eligibility and academic review as outlined in this document.

Academic Review Bay City Early College High School’s main concern is placing each student in a successful academic environment. For this reason, periodic academic review will take place using information provided by the student, the Early College High School counselor, Early College High School Principal, Bay City High School teacher(s), or any other individual directly involved with education of the student. An academic review will take place when:

- Address “D” or lower grade(s) in College courses.
- GPA of 2.5 or below in College courses.
- Grade of 70 or below in High School courses
- Attendance issues
- Discipline issues
- Any behavior that is unacceptable to BCISD and WCJC.

BCISD Holidays Students are required to attend all college classes even when BCISD is on holiday. If students need to access Bay City High School computer labs students must inform administration at least two days prior to date of usage.

Absences due to Extra/Co-curricular Student is required to submit in writing (email) permission from professor allowing student to miss class for a Bay City High School activity. Bay City High School or Early College High School will provide documentation that the student participated in the activity on the date specified.

Excused Absences Parent will inform Bay City High School of student illness and provide a note upon student return to class. Parent and student must be aware of individual professor’s attendance policy. The student is responsible for informing the professor within a timely matter and also make up any class time or assignment necessary.

Discipline Student is subject to the Bay City High School Student Code of Conduct and Wharton County Junior College Student Code of Conduct.

Textbooks Required college textbooks will be purchased by Bay City ISD. Textbooks will be purchased in a timely manner once student enrollment is secured and approved. All textbooks must be returned at the end of the semester. If books are not returned, new textbooks will not be assigned for the following semester. Books must be returned in the condition they were issued. Textbooks are an essential resource for students. Students must utilize textbooks as required by their professor and or syllabus.

Online Course(s)

Students are encouraged to talk to the Mrs. Andrea Brown or Early College High School counselor Shelly Grimes if they encounter any issues with their class immediately. Students are required to check their course for assignments/assessments/projects every day. Professors will be able to see how many times the student has logged in to the course. Online classes are subject to the same guidelines as any other college course(s).

Appendix A: Early College High School Crosswalk 2020-2021

High School Requirement	College Course Number	College Course Name	Accepted at the College as:	Core Class	AA	AAS
English Language Arts						
English III or IV	ENGL 1301	Comp. I	Communication Core	x	x	
English III or IV	ENGL 1302	Comp. II	Communication Core	x	x	
English IV	ENGL 2327	American Lit. I	Lang., Philosophy, & Culture Core or Elective	x	x	x
English IV	ENGL 2322	British Lit. I	Lang., Philosophy, & Culture Core or Elective	x	x	x
Mathematics						
Pre-Calculus	MATH 1316	Trigonometry	Math Core	x	x	x
4th Math or Elective	MATH 2312	Pre-Calculus	Math Elective (pre-req to calculus)	x	x	x
4th Math or Elective	MATH 2413	Calculus I	Math Elective	x	x	x
4th Math or Elective	MATH 2414	Calculus II	Math Elective	x	x	x
Science						
4th Science Elective	CHEM 1411	General Chemistry I	Life & Physical Science Core or Elective	x	x	x
4th Science Elective	CHEM 1412	General Chemistry II	Life & Physical Science Core or Elective	x	x	x
4th Science Elective	BIOL 1406	Biology I	Life & Physical Science Core	x	x	x
4th Science Elective	BIOL 1407	Biology II	Life & Physical Science Core	x	x	x

Social Studies						
U.S. History	HIST 1301	U.S. History I	American History Core	x	x	x
U.S. History	HIST 1302	U.S. History II	American History Core	x	x	x
U.S. Government	GOVT 2305	Federal Govt.	GOVT/Political Science Core	x	x	x
Economics						
Economics	ECON 2301	Prin. Of Macroeconomics	Social and Behavioral Sciences Core or Elective	x	x	x
Physical Education						
Physical Education	PHED 1103 or 1107	Aerobics I Or Beginning Weight Lifting	Physical Activity		x	
Physical Education	PHED 1105 Or 1117	Aerobics II Or Advanced Weight Lifting	Physical Activity		x	
Physical Education	PHED 1164	Introduction to Physical Fitness and Wellness	Physical Activity		x	
Fine Arts						
Fine Arts	DRAM 1310	Introduction to Theater	Creative Arts Core	x	x	x
Speech						
Elective	SPCH 1315	Public Speaking	Optional Core	x	x	
Elective Course						
Elective	PSYC 2301	General Psychology (or SOCI)	Social & Behavioral Sciences Core or Elective	x	x	x
Elective	SOCI 1301	Intro. To Sociology (or SOCI)	Social & Behavioral Sciences Core or Elective	x	x	x

College Credit Only						
N/A	GOVT 2306	Texas Government	GOVT/ Political Science Core	x	x	x
N/A	HUMA 1301	Introduction to Humanities	Language, Philosophy, & Culture Core	x	x	x
N/A	PSYC 1300	Learning Frameworks	Optional Core	x	x	x
N/A	ENGL 2311	Technical & Business Writing	Elective		x	
N/A	ECON 2302	Principles of Microeconomics	Social and Behavioral Sciences Core or Elective	x	x	

Note: Additional Career and Technology Courses may be accepted for students on Career and Technology Pathways. Those courses may be found on the most recent CT Dual Credit Crosswalk articulated with BAY CITY ISD.

Students have many choices for classes to meet core requirements and should meet with the high school and/or college counselor to determine the best choices for his/her particular major. Students must be cautioned that some majors will require specific core classes. Please see the Academic Core section of the Wharton County Junior College catalog to determine how many hours are required in each core area. Also, students must meet prerequisite requirements for each course. It is not necessary to enroll in more than eighteen credit hours of electives for the Associate Degree.

Appendix B: Bay City ISD

Early College High School Proposed Pathways 2020-2021

- Core Curriculum/Associates of Arts Degree
- Health Information Technology Health Data Analyst Certificate
- Manufacturing Technology
- Process Technology

Appendix C: ACKNOWLEDGMENT FORM

(PARENT COPY) My child and I have received a copy of the Bay City Early College High School Student Handbook 2020-2210. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses

Bay City Early College High School High School and Bay City Independent School District are proud to offer its students an opportunity to enroll in college level courses while still in high school. Parents and students must understand that this is a privilege and not a right. By signing below, parents and students acknowledge that they have read and understand the materials contained in this handbook.

Please Return ASAP. A signed copy will be kept on file in the student record.

Name of Student (Print) Signature Date

Name of Parent/Guardian (Print) Signature Date

Appendix D: ACKNOWLEDGMENT FORM

(SCHOOL COPY) My child and I have received a copy of the Bay City Early College High School Student Handbook 2020-2021. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses

Bay City Early College High School High School and Bay City Independent School District are proud to offer its students an opportunity to enroll in college level courses while still in high school. Parents and students must understand that this is a privilege and not a right. By signing below, parents and students acknowledge that they have read and understand the materials contained in this handbook.

Please Return ASAP. A signed copy will be kept on file in the student record.

Name of Student (Print) Signature Date

Name of Parent/Guardian (Print) Signature Date